



STUDENT FINANANCIAL ASSISTANCE SYSTEM ACQUISITION PROJECT MANAGEMENT SUBGROUP CHARTER

1.0 Purpose and Scope

The purpose of the SFA System Acquisition Project Management Subgroup (SAPM) charter is to assign responsibility, authority, and direction, within the Subgroup, for establishing and deploying the Capability Maturity Model (CMM) System Acquisition Project Management Key Process Area for the SFA organization.

The SAPM Subgroup is responsible for developing and providing System Acquisition Project Management planning tools for the SFA organization. The scope of the SAPM Subgroup is to:

- ☐ Develop and deliver system acquisition project management planning tools and activities.
- ☐ Initiate system acquisition project management planning activities in accordance with the Process Improvement Initiative at SFA.
- ☐ Facilitate the measurement of the system acquisition project management planning processes in the acquisition of a system.

2.0 SAPM Subgroup Responsibility

The SAPM Subgroup has the responsibility and the authority to:

- ☐ Develop processes for SAPM within SFA;
- ☐ Develop procedures for SAPM within SFA;
- ☐ Develop templates and job-aids for SAPM within SFA;
- ☐ Enable SFA System Acquisition Project Managers to perform SAPM in consistent repeatable way.

3.0 SAPM Subgroup Sponsor

The SFA Chief Information Officer sponsors the CMM Software Process Improvement Program. The Executive Sponsor of the SAPG is the Deputy CIO of E-Commerce Application Development (eCAD). The SAPG directly sponsors the System Acquisition Project Management Subgroup.

4.0 Executive Steering Committee

The CMM Executive Steering Committee oversees the activities for process development and implementation. The SAPG receives guidance from the CMM Executive Steering Committee.

The CMM Executive Steering Committee consists of the eCAD Deputy CIO, the SAPG project lead, the Director of Acquisitions, and a Modernization Partner Executive.

5.0 SAPM Subgroup Membership

The SAPM Subgroup membership consists of Core Members. The identification of SAPM Subgroup members is found below:

- a. Core Members participate in all SAPM Subgroup activities and attend all SAPM Subgroup meetings. The Core Members are:
 - ☐ SAPM Subgroup Team Lead
 - ☐ Modernization Partner Lead
 - ☐ Communication Lead
 - ☐ Process specialists
 - ☐ Resource Librarian
 - ☐ Representative from the CIO Organization
 - ☐ Representative from the CFO organization
 - ☐ Representatives from the Channels/Enterprise Areas
 - ☐ Subject Matter Expert (SME)
- b. Stakeholder Members participate as needed. Stakeholder guidance will be solicited periodically by the SAPM Subgroup Team Lead to obtain insight, additional data, and concurrence on the implementation of the System Acquisition Project Management processes. The Stakeholder Members are representatives from:
 - ☐ SAPG Group
 - ☐ CIO Organization
 - ☐ Investment Review Board (IRB)
 - ☐ Integrated Product Teams (IPT) Projects
 - ☐ CFO Organization
- c. Subgroup members are considered subject matter experts and are selected from:
 - ☐ Stakeholder Organizations and
 - ☐ Modernization Partner

6.0 SAPM Subgroup Conduct of Operations

The SAPM Subgroup will meet on a weekly basis or as needed. All documents to be reviewed will be sent to the core members prior to the meeting. All core members should review the materials prior to the meeting.

If a core member cannot attend, they must send a representative from their organization and/or send review comments to the SAPM Subgroup lead prior to the Subgroup meeting.

The SAPM Subgroup makes timely decisions via consensus. If the SAPM Subgroup is unable to reach a consensus, the SAPM Subgroup Leader will refer the issue to the SAPG Group for resolution. The outcome of the meeting will be documented in the meeting minutes.

7.0 System Acquisition Project Management Approach:

The SAPM Subgroup develops and maintains an approach for the System Acquisition Project Management Key Process Area (KPA) modeled after the SA-CMM structure. The System Acquisition Project Management approach defines the activities to be performed, the schedule for the activities, and required resources. The System Acquisition Project Management approach is reviewed by the Stakeholders and approved by the CMM Executive Steering Committee and the SAPG Group.

7.0 Document History

All revisions made to this document are listed here in chronological order.

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Authorization Page

This charter was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____